

22 January 1976

MEMORANDUM FOR: FOI Officers

SUBJECT : FOIA Appeal Response Procedures


To provide for uniform procedures in the preparation of FOIA appeal responses, it is requested that each component which has been notified that it has action on an appeal take the following procedural steps:

a. Prepare a memorandum to the Chairman, Information Review Committee. This memorandum should outline the component's decision regarding each document being appealed (normally those which were either denied or sent in segregated form) and should use the same lettering or numbering system to identify these documents that was used in IPS's original response to the requester. If new documents are surfaced at the appeal stage, identify them as new documents and state they surfaced only at the appeal stage. New documents should also be assigned numbers.

b. Attach to the memorandum a complete set of any documents which have been denied to the requester as well as both full-text and sanitized copies of all documents which are to be released in whole or segregated form.

c. Send the memorandum and appeal package, with one additional set of "releasable" documents in the form in which they are to be released to the requester, to the Appeals Coordinator, IPS, 2E-50, Hqs. When the final appeal response is prepared by OGC, the Appeals Coordinator will attach this extra set of documents to the response letter before routing it for final review and signature.

d. Prepare one full set of the appeal package and send it to the OGC, marked to the attention of the attorney handling the case.


Executive Secretary
Information Review Committee

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*Sent to all 8 offices including
Muermer & Evans*